

Child Protection Advice

Thank you for your visit or interest in becoming a volunteer. As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at our school.

What are my responsibilities?

All those who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

It is a requirement, also, that you inform the Head of School immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

It is your responsibility to read our Safeguarding Policy which can be found on our website.

What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Observation of possible peer on peer abuse
- Changes in the child's behaviour or demeanour

Please report these concerns to the class teacher, who if they feel it is appropriate will pass the information on to the school's Safeguarding Lead.

What should I do if a child discloses that s/he is being harmed by an adult or peer?

Although the likelihood of this is small, it is important to know what to do in such an eventuality as children rarely lie about such matters.

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you may have to tell their teacher or Principal in order that they can provide appropriate help
- **Do not interrogate the child or ask leading questions**
- Reassure the pupil that it is not their fault
- Stress that it was the right thing to tell
- Do not ask the child to write a statement
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child.

Please ensure you have signed and dated the record.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Principal or Head of School.

What should I do if the alleged abuser is the Principal or Head of School?

You should report such allegations to the Board Member with Responsibility for Safeguarding. Contact Daniel Jones directly at Daniel.Jones@globeducate.com or on 0034608801427.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

As a volunteer or regular visitor you may well be working closely with children sometimes on a one to one basis.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.

Do not photograph pupils, unless requested to by the class teacher, exchange emails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

Please help us to safeguard the children in our care by following these guidelines.

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the school's Safeguarding Lead if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the Safeguarding Lead or the Head of School.

Globeducate Safeguarding and Welfare Officer:

Katherine Tyler

Katherine.tyler@globeducate.com

Board Member responsible for Safeguarding:

Daniel Jones

Daniel.jones@globeducate.com



GLOBEDUCATE'S KEY PRINCIPLES

Globeducate's educational vision is based on four fundamental principles:

Educational Excellence
Skills and Competencies
Character
Global Perspectives

**PREPARING OUR STUDENTS FOR SUCCESS
WITHIN THE GLOBAL COMMUNITY**

**SAFEGUARDING AND
CHILD PROTECTION
ADVICE FOR
VOLUNTEERS &
VISITORS**

We extend a warm welcome to everyone who enters our school. Members of our community, including visitors and volunteers, are expected to show respect and kindness towards others.

